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TOP SECRET

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63-615/A

6 MAR 1963

The President
The White House
Washington 25, D. C.

Dear Mr. President:

In accordance with your memorandum of January 21, 1963 to the heads of executive departments and agencies, entitled, "Conflicts of Interest and Ethical Standards of Conduct," I submit herewith two copies of a notice I have approved for this Agency. This notice, together with Agency regulations heretofore in effect, I believe are consistent with the new statute and your memorandum. With reference to the requirement in your memorandum that you also be informed as to the means by which department regulations are periodically called to the attention of employees, attention is invited to paragraph 6 of the notice which specifically charges senior officials of this Agency with this responsibility. The notice will be included in a handbook on employee conduct which is now in preparation.

I am issuing a similar notice for application to our employees assigned abroad.

Respectfully yours,

(Signed) JOHN A. McCONE

John A. McCone
Director

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